

Personnel Board Summarized Minutes
Monday, September 12, 2011 - 6:00 p.m.

Call to Order/Roll Call of Members: Present: Pat Carnevale, Chairperson; Grecia Ferro-Ameneiro, Vice-Chairperson; and Beatriz Sosa, Member. Absent: Mario Diaz, Member; and Ann Infante, Member.

On the dais: Mr. Mario Diaz' resignation letter and "New Business" items: Exam Request for Emergency Management Planner and Police Lieutenant Eligibility List.

Mr. Grodnick informed the Personnel Board members that Mr. Mario Diaz has submitted his resignation to this Board and that he has been assigned to the Hialeah Housing Authority Board.

AGENDA

1. Request to approve the minutes of the August 2011 Personnel Board meeting.

APPROVED. Motion by Ms. Sosa. Second by Ms. Ferro-Ameneiro. Passed by unanimous vote.

2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and Regulations, received August 2011.

- | | |
|---------------------|---|
| 1. Oniel Toledo | Construction & Maintenance Department |
| 2. Jay Rosenfeld | Public Safety Communications Department |
| 3. Onelia Fernandez | Education & Community Services Department |
| 4. Elba M. Ramirez | Grants & Human Service Department |
| 5. Esteban Consalvo | Police Department |

APPROVED. Motion by Ms. Sosa. Second by Ms. Ferro-Ameneiro. Passed by unanimous vote.

3. Report of **Leave Without Pay** List for August 2011.

SO NOTED.

4. Report of Civil Service **Appointments** for August 2011.

SO NOTED.

5. Report of Civil Service **Resignations** for August 2011.

SO NOTED. Mr. Carnevale noted that Mr. John Travers was not on the list; requested he be added.

6. Report of **Maternal/Paternal Leave** for August 2011.

- | | |
|------------------------|-------------------------------|
| 1. Matthew Dangerfield | Fire Department |
| 2. Justo Diaz DeArce | Fire Department |
| 3. Avery Mitchell | Fire Department |
| 4. Erike Puig | Fire Department |
| 5. Cadel Aldana | Parks & Recreation Department |
| 6. Dimitri Emilien | Police Department |

SO NOTED.

7. Report of **Leave of Absence** for August 2011. None
SO NOTED.
8. Request to certify eligibility list of **Building Official.**
APPROVED. Motion by Ms. Ferro-Ameneiro. Second by Ms. Sosa. Passed by unanimous vote.
9. Request to certify eligibility list of **Chief Mechanical Inspector/Processor.**
APPROVED. Motion by Ms. Ferro-Ameneiro. Second by Ms. Sosa. Passed by unanimous vote.
10. Request to certify eligibility list of **Human Resources Aide.**
APPROVED. Motion by Ms. Ferro-Ameneiro. Second by Ms. Sosa. Passed by unanimous vote.
11. Request to certify eligibility list of **Human Resources Director.**
APPROVED. Motion by Ms. Ferro-Ameneiro. Second by Ms. Sosa. Passed by unanimous vote.
12. Request to certify eligibility list of **Office Coordinator (Purchasing).**
APPROVED. Motion by Ms. Ferro-Ameneiro. Second by Ms. Sosa. Passed by unanimous vote.
13. Request to certify eligibility list of **Office Coordinator (Water & Sewer).**
APPROVED. Motion by Ms. Ferro-Ameneiro. Second by Ms. Sosa. Passed by unanimous vote.
14. Request to certify eligibility list of **Risk Manager.**
APPROVED. Motion by Ms. Ferro-Ameneiro. Second by Ms. Sosa. Passed by unanimous vote.
15. Request to hear **Unfinished Business.** NONE

Mr. Carnevale inquired about "Recognition Plaques" for Personnel Board members. Mr. Grodnick stated he would check with City Clerk.
16. Request to hear **New Business.**
APPROVED. Motion by Ms. Sosa. Second by Ms. Ferro-Ameneiro. Passed by unanimous vote.

16a. Request to conduct a civil service examination for the position of **Emergency Management Planner - Nelson Echerri** with the following criteria:

- a. In-house, non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a score of 70% on the oral portion.
- e. Must obtain a combined score of 70% to be placed on the eligibility list.

Copy of **new** job description and resume are attached. (No eligibility list on file.)
Management

APPROVED. Motion by Ms. Ferro-Ameneiro. Second by Ms. Sosa. Passed by unanimous vote.

16b. Request certify eligibility list for ***Police Lieutenant***.

APPROVED. Motion by Ferro-Ameneiro. Second by Ms. Sosa. Passed by unanimous vote.

Mr. Axelrad, Counsel for PBA and Chief Overton informed the Personnel Board regarding the possibility of doing away with "passing scores" for the oral portions of future exams. Sergeants Julian Guerra and Barbara Ricano voiced their opposition to not having a set passing score for the oral portion of exams; both concur that it should be left "as is". Sergeant Richard Beato voiced his agreement with Mr. Axelrad and Chief Overton.

Both Mr. Axelrad and Chief Overton recommended that the job announcement for the Police Captain exam (scheduled for November 2011) be revised to reflect a "no disqualifier" from the oral portion. Ms. Negron stated that this matter would need to be brought up with the Mayor prior to any changes being made.

NEXT PERSONNEL BOARD MEETING: "October 3, 2011"

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE), for assistance.